

National Park Service

National Park Service
U.S. Department of the Interior



**NORTHEAST REGION
INVENTORY AND MONITORING PROGRAM**

NatureBib Data Management Plan

Version 1

DRAFT

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Purpose

This data management plan outlines data entry standards and database maintenance procedures for NatureBib in the Northeast Region (NER) of the National Park Service (NPS). It also summarizes the role and responsibilities for individual park database managers in populating, editing and maintaining the quality, reliability, accuracy and currency of individual park NatureBib databases.

Goals and Objectives

In keeping with the NPS *Natural Resource Challenge* vision of improving the “management of National Parks through a greater reliance on sound scientific knowledge” and by adhering to the NPS Director’s Order 11B *Ensuring Quality of Information Disseminated by the National Park Service* (NPS DO-11B) the following goals of the NER NatureBib Data Management Plan will stress the quality, reliability, accuracy and currency of NatureBib bibliographic data.

Goal #1: NatureBib bibliographic data will meet NPS data quality standards.

“All information disseminated by the NPS must comply with basic standards of quality to ensure and maximize the objectivity, utility, and integrity of information.” (NPS DO-11B)

- NER NatureBib bibliographic data will be entered and maintained according to the protocols and procedures detailed in the *NER NatureBib Data Entry Standards Manual*.
- Individual park database managers will be trained as needed to ensure data quality.

Goal #2: NatureBib bibliographic data will meet NPS data reliability standards.

“The NPS will ensure that information it releases will be developed from reliable data sources and will otherwise ensure information quality at each stage of information development. Information will be developed only from reliable data sources based on accepted practices and policies utilizing accepted methods for information collection and verification.” (NPS DO-11B)

- Data to be input into NatureBib databases will be selected and verified by qualified park staff and Network Data Managers as originating from and/or representing accepted, reliable scientific resources.

Goal #3: NatureBib bibliographic data will meet NPS data accuracy standards.

“The NPS’ methods for producing quality information will be made transparent, to the maximum extent practicable, through accurate documentation, use of appropriate internal and external review procedures, consultation with experts and users, and verification of the quality of the information.” (NPS DO-11B)

- Bibliographic data will be reviewed and verified by individual park, network, and national NatureBib Data Managers before being uploaded to ensure data integrity, relevance, and quality.
- Databases will be reviewed by individual park, network, and national NatureBib Data Managers on a periodic basis and edited as needed.

Goal #4: NatureBib bibliographic data will meet NPS data currency standards.

“All information will be accurate, timely, and reflect the most current information available.” (NPS DO-11B)

- Bibliographic data will be input in a timely manner by individual park data managers in order to ensure the currency of the database.

Staff Roles and Responsibilities

NPS Park Data Managers

- Following comprehensive searches of the database to avoid duplication and maintain database integrity, populate NatureBib database with new records as they become available according to protocols and procedures detailed in the *NER NatureBib Data Entry Standards Manual*.
- Search internal NPS and external non-NPS resources for new bibliographic data for inclusion in NatureBib database.
- Periodically review and verify existing NatureBib data for uniformity, duplication, accuracy, and quality, then edit data as needed.
- Facilitate access to NatureBib database to interested NPS park staff and cooperators.
- Provide NatureBib training to interested NPS park staff on an as-needed basis.
- Inform NER NPSpecies Data Manager concerning relevant species information found in NatureBib documents for inclusion in NPSpecies database.
- Generate NatureBib reports and/or bibliographies for NPS personnel on an as-needed basis.

NPS Park Staff

- Provide NPS Park Data Managers with relevant new bibliographic data as it becomes available for inclusion into NatureBib database.
- Periodically assist in the review and verification of existing NatureBib records for accuracy, quality, and relevance.

NPS Network Data Managers

- Provide NPS Park Data Managers with new relevant bibliographic data as it becomes available for inclusion into NatureBib database.
- Periodically oversee the review and verification of existing NatureBib records for accuracy, quality, and relevance.

I & M Coordinators

- Provide NPS Park Data Managers with new bibliographic data as it becomes available from cooperators for inclusion into NatureBib database.

Data Resources

- **Internal NPS Resources:** Park Natural Resource Offices, Park Administration Offices, Park Libraries, NPS Network Offices, NPS Support Office Files, NPS park and service-wide databases, NPS Cooperators.
- **External Non-NPS Resources:** Federal, State, and Local Government collections and databases, University collections and databases, and Commercial Scientific Research databases, non-NPS Researchers.

Metadata

All metadata updates will be collected and maintained by the NPS Office of the NatureBib Bibliographic Coordinator.

Operation Standards

- All NatureBib input, review, editing and maintenance will be done by designated NPS Park NatureBib Data Managers.
- Some final data maintenance (i.e. formatting for upload) will be done by the NPS Office of the NatureBib Bibliographic Coordinator.

NatureBib Database Workflow

